



AGENDA MEMORANDUM

Action Item for the Audit Committee Meeting of November 4, 2025

DATE: October 27, 2025
TO: Roland Barrera, Audit Committee Chair
FROM: George Holland, CIA, CISA, CCA, City Auditor
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**Motion to accept F25-006 Emergency Management – Disaster Recovery Plan
Follow-Up Report**

CAPTION:
Motion to accept F25-006 Emergency Management – Disaster Recovery Plan Follow-Up Report.

PURPOSE:
Discuss follow-up results for F25-006 Emergency Management – Disaster Recovery Plan Follow-Up Report.

BACKGROUND:
As part of our annual audit plan, we followed up on the A24-010 Emergency Management – Disaster Recovery Plan Audit Report dated September 24, 2024. The objective of the initial audit was to review the City’s Disaster Recovery Plan for adequacy and preparedness testing.

The original audit made three recommendations: requiring FEMA training for Level 300 staff, offering language diversity options for public information, and updating the crisis management internet-based system, WebEOC.

Management indicated that two of three recommendations have been implemented, with one still in progress. Auditors later reviewed the submitted information and confirmed that two have been implemented, and one is ongoing.

After the follow-up report was completed and signed, management notified the City Auditor’s Office that the last recommendation had been implemented. The Required FEMA (Incident Command System (ICS) Certifications Administrative Directive) was updated as of September 30, 2025. The updated directive is Attachment 1.

ALTERNATIVES:

The Audit Committee may reject all or part of this audit report as presented.

FINANCIAL IMPACT:

N/A

FUNDING DETAIL:

N/A

RECOMMENDATION:

Staff recommends that the Audit Committee accept the F25-006 Emergency Management – Disaster Recovery Plan Follow-Up Report.

LIST OF SUPPORTING DOCUMENTS:

- F25-006 Emergency Management – Disaster Recovery Plan Follow-Up Report
- Employee Required Training - FEMA Incident Command System Certification Administrative Directive (Attachment 1)